



Burn Standard Company Limited  
(A Subsidiary of BBUNL)  
(A Govt. Of India Undertaking)  
Burnpur Works.  
Phone No. 0341 2236457. Fax No. 0341 – 2230232.

Ref: BW / JCC / Service/10 /01

date: 19.7.2010.

To

Tender no. BW / JCC / Service/09 /01  
Invitation of tender for support service  
(two Part System)  
Due date of submission : 2.8.2010  
Due date of opening : 2.8.2010

Time : 11.30 AM  
Time : 3.00 PM

Sealed tenders, in duplicate, duly superscripted the above tender number, due date & time for submission are invited on behalf of General manager / BSCL / BW from registered / experienced in similar jobs.

Detailed tender documents indicating the area for which support services are required and the scope of work / job description have been mentioned in the enclosed annexure – I.

The company is not under any obligation to accept the lowest tender(s) & reserves the right to reject the tender in part or full without assigning any reason what so ever and also split up & distribute the work(S) to more than one tender at its sole discretion.

( F. Ahmed)  
Dy. General Manager (P &P)

Enclo : tender Documents as above.

Scope of Work

Sl. No.	Description
1.	<u>Kardex Section</u> For rendering services related to day to day typing job and up dating various data in computer / web site documents.
2.	<u>Bought out / Purchase Section</u> For rendering services related to updating and maintaining records of sales Tax, way bill, VAT etc.
3.	<u>Accounts Section</u> a. For rendering services related to outside collections of payments from various industries, control of none Railway Board's order and follow up and other services related to accounts departments. b. Central Excise regular job, service Tax regularize, VAT, CST etc. c. All the payments and Head office adjustments of supplier's bills including capital purchases. d. MBP journals and corresponding VAT inputs including its month to month reconciliation. e. Import purchase. f. Electricity Bill (DPSC) payments and its accounting. g. Maintain daily cash records and balancing. h. Acting as a substitute in any of the section in case of thrust on work load.
4.	<u>Drawing and design section</u> For rendering services related to preparation of various drawings/ bill of materials/ master schedules/ bought out and drawing office documents for BOXNHL/BOBRNHS/BOSTHS/ BRNA/BTAP wagons.
5.	<u>Quality Control / ISO cell.</u> a. Updating quality system documents including various formats and their subsequent control as per ISO clause of documents & Data control. b. Updating records of internal quality audit, Management review, Corrective & Preventive action, Maintaining & updating records of Calibration in MS word. c. Using Statistical Techniques as per requirement of ISO standards through MS EXCEL – making graphs, chart of customer companies, targets breakdown analysis, late delivery, sub contractor's evaluation etc. d. Maintaining necessary coordination & communication of all departments. e. Distribution of documents and withdrawal of old documents as per requirement of ISO standard. f. Making Quality Assurance Plans of products i.e. different type of wagons in MS word. g. Making prototype documents for product in MS word.
6.	<u>Stores Department.</u> a. Keeping record in BIN Cards and other multipurpose jobs. b. Reconciliation of BIN Card with EDP ledger.
7.	<u>Welding department.</u> For rendering services related to up keeping of various records regarding wagon manufacturing, welding equipments at welding stores checking and setting of welding parameters on welding machine at different stages at welding departments.
8.	<u>Tool Room department</u> To perform Milling operation of various components of wagons and various tools & Dies.
9.	<u>Traffic department</u> For rendering services related to maintain all kinds of records for incoming and issuing materials, sample test piece cutting & dispatch to quality control departments etc. co – ordination with various production departments and issuing material on FIFO basis , maintain bin card etc.
10.	<u>Production Planning Control</u> 1. To prepare the tender paper 2. To assist for preparation note sheet. 3. Computer typing. 4. To maintain the off loading laid down procedure and record keeping.

Tender no. BW / JCC / Service/10 /01 dated 19.7.2010  
Commercial Bid  
Instruction to the bidders.

1. Separate sealed covers containing the commercial bid and price bid super scribing the tender no., due date and time of submission, addressed to DGM (P &P), Burn standard Co. Ltd, Burnpur are to be dropped in the tender box at contract cell within the due date on 2.8.2010 before 11.00 AM.
2. Mode of submission of the tender : two bid.
3. the Commercial bid will contain the following documents:
4. Earnest money Deposit : An earnest money deposit required to be submitted along with the offer as per details below .

Value of the Tender	EMD Rs.
Up to 5.00 Lakhs	Rs. 5,000.00
Above 5.00Lakhs to 10.00 Lakhs	Rs. 10,000.00
Above 10.00Lakhs to 25.00 Lakhs	Rs. 25,000.00
Above 25.00Lakhs to 50.00 Lakhs	Rs. 45,000.00

Government undertaking and the firms registered with DGS&D and NSIC will however be exempted against the proof of registration Certificate. EMD to be deposited in the form of DD or pay order in favour of Burn standard Co. Ltd, payable at Burnpur / Asansol. *EMD is must for all sources except the firms registered with DGS&D and NSIC. Tender without EMD in the desired manner / amount is liable to be rejected.* EMD without any interest will be returned to be unsuccessful tenderers after finalization of the order. For successful tenderer, EMD shall be converted to Security DepositTrade license certificate from appropriate authorities.

5. Latest Income Tax certificate / PAN no.
6. Professional Tax clearance certificate from appropriate authority.
7. Documentary evidence of Experience in similar nature of job.
8. Period of Contract : Eight months, but management reserves the right to increase to decrease the period of six months, if situation demand and decision of BSCL in this regard is final and binding on the tenderer.
9. Price to be quoted as per Scope of work.
10. The validity of the tender should remain open for a period of 90 days from the date of submission of the offer.
11. Security deposit : Successful tenderer should deposit 10% of the contract vavue as a security deposit, after adjusting EMD by demand draft / Pay order or Bank Guarantee with in 14 days of the order.
12. The contractor shall be required to observe the safety rules strictly and shall be responsible for accident / damage.
13. The contractor will be required to complete the particular job mentioned as per time schedule given from time to time.
14. No fax , Telegraphic quotation will be accepted.
15. Tenderers sending tender by mail will do so solely on their own risk and BSCL will not be responsible for nay loss in transit or postal delay.
16. Incomplete tender or tenders submitted with qualified condition(s) at variance with special as well as General terms and Conditions / instruction to bidders of these tenders are liable to be rejected summararily.
17. Tenderer shall have no right to issue addenda to tender documents to qualify, amend, supplement or delete any of the conditions, clauses of items therein after submission of the ender at BSCL.

Burn Standard Company Limited  
Burnpur

Tender no. BW / JCC / Service/10 /01 dated 19.7.2010

18. The contractor's should strictly abide by the company's rule, regulation and instruction issued from time to time in respect of all matters.
19. Unless otherwise specified all rates, prices in the tender form should be quoted both in figures and in words. Tender containing over written or erased rates is liable to rejected.
20. The rate quoted by the tenderer must remain firm during the validity of the contract. No escalation will be allowed.
21. Traveling Expenses ( if required) will be reimbursed on actual or in line with BSCL'S employees which ever is lower.
22. The work shall be opened to inspection and the contractor shall be required to make necessary arrangement for inspection to company's inspection authority.
23. Contractor labour (R&A) Act, 1970 and other labour laws will govern the condition of services of workmen employed by the contractor.
24. The contractor should comply with his liabilities /responsibilities according to the provision of contractor labour (R&A) Act 1970 and contractor labour (R&A) 1971 and any of statutory liabilities.
25. Income tax will be deducted at prevailing rates from the successful tenderer & any increase in Income tax on surcharge therein will be borne by the party.
26. The bills to be submitted in quadruplicate along with required documents and to be submitted within 7 days of closing of the month. Payment will be released within 30 days of receipt of bills for each month but the payment against the last month's bills will be released only after final adjustment from company's dues if any and production of documentary proof of payment of the statutory des to the appropriate authority.
27. It should be noted by the tenderers by entering into this contract, BSCL is not precluded from entering into similar contract with any of their choice at any time during the substance of this contract.
28. BSCL reserves the right to issue Addenda to tender documents to qualify, amends modifies, supplement or delete any of the conditions, clause or item stated therein. Each addenda so issued, shall form part of the original invitation to tender.
29. Incase of the offer is not accepted by BSCL, the tender shall not be entitled to claim any cost, charges, expenses made by the party for submission of offer.
30. Cancellation of the tender : The company reserves the right to cancel the tender without assigning any reasons to the tender.
31. Risk Purchase: In case the performance of the contractor is not satisfactory, the management reserves the right to with draw the relevant contract at any time during execution and get the job done through any other agency at the tenderer risk and costs.
32. Incase of non execution or unsatisfactory performance of any job, owing to the irregularity / failure on your part, a proportionate deduction will be made up to 10 % from the bill for the same month against same job, against certification by the certifying authority with a written intimation to the contractors concerned.

Declaration of Contractor

I / We have examined the terms and conditions and the volume of the job content and we agree to abide the above terms and conditions.

Signature of the contractor with seal

Price bid

Sl. No.	Description	Rate per month
	<u>Kardex Section</u>	
1.	For rendering services related to day to day typing job and up dating various data in computer / web site documents.	
	<u>Bought out / Purchase Section</u>	
2.	For rendering services related to updating and maintaining records of sales Tax, way bill, VAT etc.	
	<u>Accounts Section</u>	
3.	<ul style="list-style-type: none"> <li>a. For rendering services related to outside collections of payments from various industries, control of none Railway Board's order and follow up and other services related to accounts departments.</li> <li>b. Central Excise regular job, service Tax regularize, VAT, CST etc.</li> <li>c. All the payments and Head office adjustments of supplier's bills including capital purchases.</li> <li>d. MBP journals and corresponding VAT inputs including its month to month reconciliation.</li> <li>e. Import purchase.</li> <li>f. Electricity Bill (DPSC) payments and its accounting.</li> <li>g. Maintain daily cash records and balancing.</li> <li>h. Acting as a substitute in any of the section in case of thrust on work load.</li> </ul>	
	<u>Drawing and design section</u>	
4.	For rendering services related to preparation of various drawings/ bill of materials/ master schedules/ bought out and drawing office documents for BOXNHL/BOBRNHS/BOSTHS/BRNA/BTAP wagons.	
	<u>Quality Control / ISO cell.</u>	
5.	<ul style="list-style-type: none"> <li>a. Updating quality system documents including various formats and their subsequent control as per ISO clause of documents &amp; Data control.</li> <li>b. Updating records of internal quality audit, Management review, Corrective &amp; Preventive action, Maintaining &amp; updating records of Calibration in MS word.</li> <li>c. Using Statistical Techniques as per requirement of ISO standards through MS EXCEL – making graphs, chart of customer companies, targets breakdown analysis, late delivery, sub contractor's evaluation etc.</li> <li>d. Maintaining necessary coordination &amp; communication of all departments.</li> <li>e. Distribution of documents and withdrawal of old documents as per requirement of ISO standard.</li> <li>f. Making Quality Assurance Plans of products i.e. different type of wagons in MS word.</li> <li>g. Making prototype documents for product in MS word.</li> </ul>	
	<u>Stores Department.</u>	
6.	<ul style="list-style-type: none"> <li>a. Keeping record in BIN Cards and other multipurpose jobs.</li> <li>b. Reconciliation of BIN Card with EDP ledger.</li> </ul>	
	<u>Welding department.</u>	
7.	For rendering services related to up keeping of various records regarding wagon manufacturing, welding equipments at welding stores checking and setting of welding parameters on welding machine at different stages at welding departments.	
	<u>Tool Room department</u>	
8.	To perform Milling operation of various components of wagons and various tools & Dies.	
	<u>Traffic department</u>	
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	<u>Production Planning Control</u>	
10.	<ul style="list-style-type: none"> <li>1. To prepare the tender paper.</li> <li>2. To assist for preparation note sheet.</li> <li>3. Computer typing.</li> <li>4. To maintain the off loading laid down procedure and record keeping.</li> </ul>	

Signature of the contractor with seal